



UNITED STATES MARINE CORPS  
MARINE CORPS COMBAT DEVELOPMENT COMMAND  
QUANTICO, VIRGINIA 22134-5001

MCCDCO 1710.4  
B 04  
19 MAY 1999

MARINE CORPS COMBAT DEVELOPMENT COMMAND ORDER 1710.4

From: Commanding General  
To: Distribution List

Subj: POLICY FOR THE USE OF THE REGIMENTAL ROOM IN HARRY LEE  
HALL (HLH)

Encl: (1) Example Reservation Request  
(2) Memorandum of Agreement for the Use of the HLH Regimental  
Room

1. Purpose. To establish policy and procedures for the use of the HLH Regimental Room, to include authorized functions, reservations, and check-in/checkout procedures.

2. Information. The HLH Regimental Room is generally patterned after the British model which historically has been centered around its infantry and artillery regiments. The HLH Regimental Room goes beyond this concept to include each arm of the Marine Air Ground Task Force as part of its proud heritage. Art and significant artifacts are used to underscore the Marine Corps' place among the elite fighting forces of the world and to honor those who earned this status through their sacrifices.

3. Scope of Use. The contents of the HLH Regimental Room and the environment they create make this a solemn monument to our Corps. Many of the items on display are on loan from various museum collections and have a high sentimental value to Marines. As such, guidelines and restrictions for the use of the HLH Regimental Room are essential.

a. The use of the room will normally be restricted to General Officer type functions and be limited to ceremonial and formal functions to include promotions, retirements, briefings, presentations, and military receptions. Office parties, "wet downs," wedding receptions, and similar events will normally fall outside the scope of the room's intended use. The HLH Regimental Room will not be used by any political organization or special interest group. Standing reservations for regular use will not normally be approved for any organization.

b. All requests for use of the HLH Regimental Room will be made in writing, using the format of enclosure (1), to the Commanding General, MCB. Room assignment will be granted on a first-come, first-served basis, and will be contingent upon the ability of the interested party to meet the prerequisites for use of the room. Reservations will not be considered final until the using unit has agreed to and signed enclosure (2).

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c. The using unit is responsible for the security of the room and its contents as specified in enclosure (2). Bachelor Housing Branch personnel will inspect the room at check-in and checkout with the responsible party being held liable for any and all damages.

d. Food and beverages will normally be limited to "standup" only; sitdown meals will require special approval. The Bachelor Housing Branch will provide specific guidance regarding setup and breakdown requirements, authorized areas for food service equipment, etc.

4. Action

a. Commandins General, MCB

(1) Schedule and coordinate the use of the HLH Regimental Room with requesting units.

(2) Ensure that the requesting unit meets the prerequisites for the use of the facility and has signed the agreement per enclosure (2).

b. Head, Bachelor Housing Branch, Facilities Division, MCB, Quantico

(1) Coordinate and conduct the check-in and checkout inspections of the HLH Regimental Room.

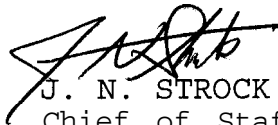
(2) Conduct regular, detailed inventories of the art and artifacts within the HLH Regimental Room to ensure accountability.

c. Head, Museums Branch

(1) Provide a detailed inventory of the art and artifacts contained in the HLH Regimental Room to the Director, Facilities Division, MCB, Quantico.

(2) Provide technical assistance, as required, relative to the upkeep and proper maintenance of the art and artifacts contained in the HLH Regimental Room.

d. Using Units. Reserve the use of the HLH Regimental Room per enclosure (1). Abide by the provisions of this Order while using the HLH Regimental Room.

  
J. N. STROCK  
Chief of Staff

DISTRIBUTION: A

MCCDCO 1710.4

19 MAY 1999

EXAMPLE RESERVATION REQUEST

SSIC  
Code  
Date

From: Requesting Unit  
To: Commanding General, MCB

Subj: REQUEST FOR USE OF THE HARRY LEE HALL (HLH) REGIMENTAL ROOM

Ref: (a) MCCDCO 1710.4

1. Per the reference, (using unit) request that the HLH Regimental Room be reserved for our use from (time) to (time) on (date). The room will be used for (clearly describe the function to be held). It is understood that a memorandum of agreement, enclosure (2) to the reference, must be signed before this reservation is approved.

2. Our point of contact for all issues pertaining to this matter is (rank, name) at (work number).

CO/OIC

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Ser  
Date

FIRST ENDORSEMENT

From: Commanding General, MCB  
To: Requesting Unit

1. The above request for the HLH Regimental Room is (approved/disapproved).

2. You are directed to contact the Head, Bachelor Housing Branch, Facilities Division, MCB, Quantico, to discuss specifics regarding usage arrangements.

CHIEF OF STAFF

copy to:  
Head, Bachelor Housing Branch, Facilities Division

ENCLOSURE (1)

19 MAY 1998

## MEMORANDUM OF AGREEMENT FOR THE USE OF THE HLH REGIMENTAL ROOM

1. The Harry Lee Hall (HLH) Regimental Room is a monument to our proud Marine heritage, and it is designed for ceremonial and formal functions. Examples of appropriate functions include promotions, retirements, briefings, presentations, and military receptions. The Commanding General, MCB is the final authority on what events qualify for use of the room. If after reservations have been approved the intended use of the room changes, the using unit will consider the reservations null and void and must submit a new request for use of the room. \_\_\_\_\_ (initials)
2. The HLH Regimental Room can accommodate receptions and comparable functions up to 200 people. The optimum number of people for any event is 100, but the fire code dictates that under no circumstances shall the number of occupants exceed 220. \_\_\_\_\_ (initials)
3. Official functions may be scheduled during any day of the week. However, the Promotions Branch, Manpower & Reserve Affairs Department, HQMC, occupies the majority of the first and second decks; transient and bachelor quarters are located on the third deck. Using units must ensure their activities do not disturb the building's other occupants, even for after hours functions, as promotion boards typically work nontraditional hours and weekends, and guest quarters are frequently occupied. Unless extraordinary circumstances dictate, approval for use of the room will normally be limited to events lasting 2 hours or less, with the stipulation that the event end no later than 2200. In addition, 1 hour will be allotted for both setup and breakdown/inspection, for a total, maximum period of 4 hours per event. You are approved to use the room from \_\_\_\_\_ to \_\_\_\_\_ on \_\_\_\_\_ (date). \_\_\_\_\_ (initials)
4. As no kitchen facilities exist in HLH, **sitdown** meals, would normally fall outside the intended use of the room. Using units must make provisions for catering any food or beverage services they desire. Furniture and any audiovisual equipment desired is also the responsibility of the using unit. The Bachelor Housing Branch has 6 tables and 36 padded chairs that are available upon request. Transport, setup and breakdown of this equipment is the responsibility of the using unit. \_\_\_\_\_ (initials)
5. The art and artifacts that make up the HLH Regimental Room are priceless with regard to what they represent to every Marine. The using unit is responsible for the security of the room and its contents during the time it is checked out to that unit. Special care must be taken to ensure that no art or artifacts are handled or damaged in any way. For events that end after normal business hours, it is the responsibility of the using unit to ensure that HLH is properly secured. \_\_\_\_\_ (initials)

ENCLOSURE (2)

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6. Cleanup of the room after any function is the sole responsibility of the using unit (i.e., the using unit must supply the labor and equipment for cleanup). The Bachelor Housing Branch will provide specific instructions pertaining to cleanliness standards. Bachelor Housing Branch personnel will inspect the room, with a representative from the using unit present, for damage and cleanliness prior to checkout. For events ending after normal business hours, the room will be inspected the following business day. It is the responsibility of the using unit to coordinate the check-in and checkout inspection times with the Bachelor Housing Branch. \_\_\_\_\_  
(initials)

\_\_\_\_\_  
Responsible Officer

\_\_\_\_\_  
Date

copy to:  
Head, Bachelor Housing Branch, Facilities Division

ENCLOSURE (2)